

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



NUMBER 13.4

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Parts room is bar coded for the annual inventory audit

APPROVED:

Michael Quattrone, Fleet Manager

M Quattroms

PURPOSE: Verifying and documenting that the parts room is bar coded for the

annual inventory audit

PROCEDURE: Our most recent audit by the Office of Public Integrity was completed

May 9, 2009. A copy of the audit is on file in the Automotive Parts and

Materials Manager's office.

Included is an inventory summary for all of our storerooms.

We use FASTER to help manage the receipt, issuing and stocking levels of our inventory. When a part is received into our inventory a bar code label is printed and gets affixed to the corresponding parts packaging. The label contains the bar code, part number, description, date part was received and its location. Once the part is pulled from the shelf, the bar code gets scanned resulting in the part being issued to the work order. A bar code example is shown below.



PREPARED BY: Amanda Smith, Automotive Parts and Materials Manager

DATE: November 5, 2009

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer

